



BULLETIN:

Child and Adult Care Food Program

Child & Adult Care Centers,
Emergency Shelters, OSHC, &
Sponsors of Family Day Care Homes
www.education.alaska.gov/tls/cnp

Child Nutrition Programs
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To: CACFP Agencies
CACFP Program Reviewers

Date: May 2, 2016

Bulletin: 2016-06

From: Ann-Marie Martin
CACFP Coordinator

Program changes as a result of USDA Policy Memos and Technical Assistance Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Child and Adult Care Food Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

Bulletin Topics

1. CACFP New Meal Pattern and webinar
2. USDA "And Justice for All" posters & updated non-discrimination statement
3. USDA Proposed Integrity Regulation
4. CNP User Authorization forms for access to database
5. Documentation for allowable costs
6. Revisions for Make it Local; Recipes for Alaska's Children cookbook
7. Strengthening Organizations Grant Guidelines

1. CACFP New Meal Pattern and webinar

USDA announced the new meal patterns on April 22nd and they were posted on the USDA website on April 25, 2016. The new meal standards will go into effect **October 1, 2017** so we have a lot of time to implement. There will be more guidance from USDA in the coming year regarding specific implementation. They received many questions after they were posted and will be addressing these questions from state agencies and sponsoring organizations in the coming year through guidance and Question & Answer communication (Q&A). You can find the new CACFP meal patterns at: <http://www.fns.usda.gov/cacfp/meals-and-snacks>.

Under New Meal Standards section you can find the regulations along with new meal charts and one page summaries of the new meal standards. We will continue to monitor for compliance using the current meal pattern through September 2017.

Please let me know if you have questions and if we cannot answer them we will send them on to USDA so they can be included in the Q&As that they will be distributing.

There are many questions on early implementation and we will notify you with specific information as it becomes available through USDA. Please the announcement from USDA with this bulletin at: <http://education.alaska.gov/tls/cnp/CACFP4.html>.

The Food Research and Action Council and USDA are having a webinar on the new rules and USDA's implementation plans on May 9, 2016 at 9:00 a.m. Alaska time called:

New Healthier CACFP Meal Standards: What you need to know

[Register here for the webinar](#) or use the following link:

<https://frac.peachnewmedia.com/store/seminar/seminar.php?seminar=61912>

Learn what you need to know about USDA's recently issued healthier CACFP meal pattern and nutrition standards for:

- The Child and Adult Care Food Program in Head Start, child care centers, family child care homes, afterschool programs, emergency shelters and adult day care; and
- School meal programs in school-based PreK.

There will be an opportunity to ask questions.

Speakers:

- Kevin Concannon, Under Secretary Food and Consumer Services, USDA
- Jim Weill, Food Research and Action Center
- Laura Carroll, Child Nutrition Division, USDA

A certificate of attendance will be issued.

2. USDA “And Justice for All” posters & updated non-discrimination statement

The outdated blue “And Justice for All” poster needs to be replaced with the new green poster. Please let us know how many copies you need for displaying in all feeding areas of your facility(ies). Contact Cyde Coil by 16th with your name, agency name, and number you need: cyde.coil@alaska.gov. You must have the new posters displayed to be in compliance with Civil Rights.

USDA has also updated the non-discrimination statement. The new statement must be included on all of your documents, brochures, newsletters, websites by September 30, 2016. This will be checked on review next year and a finding will be noted if you do not have the most updated version. Please find the new non-discrimination statements in English and Spanish with this bulletin at:

<http://education.alaska.gov/tls/cnp/CACFP4.html>.

3. USDA Proposed Integrity Regulation

USDA is proposing a new regulation pertaining to the National School Lunch, School Breakfast, Special Milk, Summer Food Service, and the Child and Adult Care Food Programs. The proposed regulation addresses:

- Termination and disqualification in SFSP;
- State agency/sponsor review requirements for CACFP;
- State Liability payments to aggrieved child care institutions;
- CACFP Audit Funding;
- Disqualified Schools, Institutions, and Individuals
- Fines for violating program requirements;

You can read the entire proposed regulation and submit a formal comment at:
<https://www.federalregister.gov/articles/2016/03/29/2016-06801/child-nutrition-program-integrity>.

It's very important for you to provide comment if you feel strongly about any part of the proposed rule. It is very easy to provide comments by going to the above listed website – reading the proposed rule, and noting what you do and don't like along with any information that will help the readers understand your point of view. **Public Comments must be received on or before May 31, 2016.**

4. CNP User Authorization forms for access to database

If your agency has a new staff member that needs access to the CNP Web-based Database you must complete the CNP Web User Authorization form that is found on the Child Nutrition Program website. If your agency has a staff member that has left you will complete the User De-activation form found on the website. This site also has the link the access the online database and tutorials for the site. Please go to the following site for forms: <https://education.alaska.gov/tls/cnp/NSLP3.html>

5. Documentation for allowable costs

You must have adequate documentation of anything you are using CACFP funds for. Your receipts should be:

- 1) Only CACFP items on the receipt. Do not include any other personal or child care program items on a receipt that includes CACFP items.
- 2) Mark on the receipt if it is for CACFP food or CACFP non-food.
- 3) Total on each receipt how much is for CACFP Food and CACFP non-food.
- 4) Use a spreadsheet or accounting system to document each receipt and number each receipt to coincide with the spreadsheet or accounting system.
- 5) The spreadsheet or accounting system should sum the total CACFP food and CACFP non-food which will be submitted on your monthly claim for reimbursement.

If you are using CACFP funds to pay for any labor make sure the labor is documented by individual.

- 1) Each individual should keep a time record of total time worked and the CACFP time (if doing more than CACFP duties)
- 2) Each time record should be signed by the individual.
- 3) You may not use percentages when documenting labor – it must be actual time spent on CACFP duties (& broken out into operating and administrative if the person is doing both).

6. Revisions for Make it Local; Recipes for Alaska's Children cookbook

Revisions have been made to several recipes in the *Make it Local; Recipes for Alaska's Children* cookbook. The revised cookbook and separate recipe pages can be seen on the CNP webpage, please use the links below:

Menu Resources

- Revised Cookbook:
https://education.alaska.gov/tls/cnp/cookbook/Make_It_Local_2ndPrinting.pdf
- Revised Recipes:
https://education.alaska.gov/tls/cnp/cookbook/Revs_Recipes_Make_It_Local_Cookbook.pdf

Traditional Food and Donated Fish And Game:

- Revised Cookbook:
https://education.alaska.gov/TLS/CNP/cookbook/Make_It_Local_2ndPrinting.pdf
- Revised Recipes:
https://education.alaska.gov/TLS/CNP/cookbook/Revs_Recipes_Make_It_Local_Cookbook.pdf

7. Strengthening Organizations Grant Guidelines

The Alaska Community Foundation (ACF) offers the Strengthening Organizations grant program with the goal of funding projects that will help Alaska nonprofits better meet their missions. A requirement of CACFP is to be an agency/organization that is financially viable, capable and accountable. If your agency is struggling with any of these areas you may be interested in applying for grant funds to enhance the work of your organization, making it stronger with well-organized systems in place and skilled employees who have the training and resources to successfully provide services. Please see the grant guidelines with this bulletin at: <https://education.alaska.gov/tls/cnp/CACFP4.html>,

Contact Information

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Commonly Used Acronyms

CACFP – Child and Adult Care Food Program
CNP – Child Nutrition Programs
FNS – Food & Nutrition Services
FNSRO-Food & Nut Services Reg. Office
USDA – U.S. Department of Agriculture
LEA – Local Education Authority
DEC – Department of Conservation

All attachments for this bulletin can be found on the State of Alaska Child Nutrition Programs, CACFP Bulletins page: <http://education.alaska.gov/tls/cnp/CACFP4.html>.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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